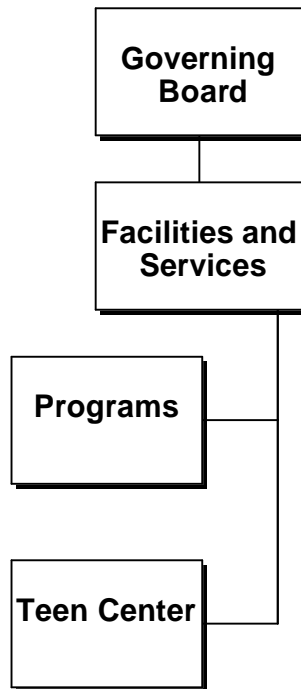


MCLEAN COMMUNITY CENTER



FUND 113

MCLEAN COMMUNITY CENTER

Agency Position Summary

30 Regular Positions (0) / 25.45 Regular Staff Years (0.2)

Position Detail Information

GOVERNING BOARD

FACILITIES & SERVICES

1	Executive Director
1	Deputy Community Center Director
1	Chief, Administrative Services
1	Recreation Specialist I
1	Information Officer II
6	Facility Attendants I, PT
1	Administrative Assistant IV
2	Administrative Assistants III
3	Administrative Assistants II
17	Positions
13.45	Staff Years

PROGRAMS

Instruction & Senior Adult Activities

1	Recreation Specialist II
1	Position
1.0	Staff Year

Special Events

1	Park Specialist II
1	Position
1.0	Staff Year

Performing Arts

1	Performing Arts Director
1	Theater Technical Director
1	Asst. Theater Technical Director (0.2)
1	Recreation Specialist I
1	Administrative Assistant III
1	Cashier PT
1	Facility Attendant II, PT
7	Positions (0.0)
6.0	Staff Years (0.2)

Youth Activities

1	Recreation Specialist II
1	Position
1.0	Staff Year

TEEN CENTER

1	Recreation Specialist I
1	Recreation Assistant
1	Facility Attendant I
3	Positions
3.0	Staff Years

PT Denotes Part-Time Positions
() Denotes Position Adjustment

FUND 113

MCLEAN COMMUNITY CENTER

Agency Mission

To provide a sense of community by undertaking programs, assisting community organizations, and furnishing facilities for civic, cultural, educational, recreational, and social activities apportioned fairly to all residents of Small District 1, Dranesville.

Agency Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	29/ 24.25	30/ 25.25	30/ 25.25	30/ 25.45	30/ 25.45
Expenditures:					
Personnel Services	\$1,495,306	\$1,643,881	\$1,643,881	\$1,719,650	\$1,711,429
Operating Expenses	887,946	1,080,785	1,155,266	1,126,225	1,126,225
Capital Equipment	26,055	54,310	92,151	110,994	110,994
Capital Projects	131,617	35,000	297,724	245,000	245,000
Total Expenditures	\$2,540,924	\$2,813,976	\$3,189,022	\$3,201,869	\$3,193,648

Summary by Cost Center					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Facilities & Services	\$1,186,520	\$1,292,301	\$1,446,096	\$1,411,468	\$1,407,696
Programs	968,464	1,164,723	1,154,913	1,222,696	1,218,821
Teen Center	254,323	321,952	290,289	322,705	322,131
Subtotal Expenditures	\$2,409,307	\$2,778,976	\$2,891,298	\$2,956,869	\$2,948,648
Capital Projects	\$131,617	\$35,000	\$297,724	\$245,000	\$245,000
Total Expenditures	\$2,540,924	\$2,813,976	\$3,189,022	\$3,201,869	\$3,193,648

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:

- ◆ A decrease of \$8,221 reflects reduced funding for the Pay for Performance program. Based on the approved 25 percent reduction, the FY 2004 program will result in reductions in the increases employees will receive based on their performance rating, capping employees to a maximum of 5.25 percent. This adjustment leaves in place the Pay for Performance program in preparation for system redesign for FY 2005.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:

- ◆ An increase of \$20,000 in Capital Equipment to purchase a van to be used for various programs at the Center.

FUND 113

MCLEAN COMMUNITY CENTER

County Executive Proposed FY 2004 Advertised Budget Plan

Purpose

The McLean Community Center fulfills its mission by offering a wide variety of services and programs. Open 14 hours a day Monday through Saturday, and on Sunday afternoons, the Center is the place where McLean people meet. The building is used by the whole community. Special interest groups gather for civic, social, and cultural activities. Families, groups, and companies rent rooms for parties, receptions, and meetings. Community theater groups perform in the Alden Theatre. The Center sponsors free drop-in activities such as open bridge games and children's cooperative play.

Classes and activities for all ages are offered at nominal fees. They include aerobics, computers, acting, tours, and many more. There are special events and seasonal activities at the Center and at schools and parks, such as McLean Day, Taste of the Town, Fourth of July, Summer Camp, Halloween, and a Craft Show. The McLean Project for the Arts operates a gallery in the Center and offers art classes. The Alden Theatre presents professional shows, travel films, and entertainment for children. The Old Firehouse is a popular teenage social and recreation center in downtown McLean, operated by the Community Center.

Key Accomplishments

- ◆ Improved outdoor parking lot lighting.
- ◆ Completed outdoor signage project.
- ◆ Installed new HVAC system in the Emerson Gallery and converted unit from electricity to gas.
- ◆ Conducted a community survey to assess customers' needs. The survey, which was completed pro-bono, showed that 92 percent of district residents are aware of the Center, 84 percent have used the Center, and that there is a high level of satisfaction with present programming. The survey also elicited specific suggestions for future programming.
- ◆ Started a summer outdoor concert program.
- ◆ Increased Middle School after-school program from 3 days to 5 days per week.

FY 2004 Initiatives

- ◆ Expand summer day camp program to include middle school.
- ◆ Develop and implement a comprehensive marketing plan to increase awareness of the Center's central role in the community and to increase participation in Center programs.
- ◆ Design and hold new special events, including bridal show, health fair, and Black History Month event.

FUND 113

MCLEAN COMMUNITY CENTER

Performance Measurement Results

Since FY 1999, the Center has succeeded in steadily increasing the number of patron hours, calculated as the number of persons participating multiplied by the average time spent in a class or other activity in the facility. The Center's objective is to continue to increase patron hours and improve the quality of service while maintaining costs at the current level.

Patron hours have increased in almost every activity offered by the Center. It is anticipated that special events attendance will increase because of the new events that are being planned. Classes and other activities for adults and children are projected to increase also.

Efficiency is measured by cost per patron hour. The Center has upgraded the quality of instruction offered, thus incurring some higher costs. In addition, increased advertising is required to attract participation in the Center's programs, at higher cost. However, modest increases in cost per patron hour will be offset by revenue generated by increased fees.

Service quality is measured by customer satisfaction surveys. These are conducted at the conclusion of classes and other activities, and on-site at special events that attract large crowds. Additionally, a return postage-paid survey has been included in the Center's magazine, which is mailed to all residents of the Center's tax district. A very high level of approval has been noted in every aspect of operation, which is corroborated by the minimal number of complaints received. The objective is to maintain the Center's excellent reputation for customer satisfaction.

Funding Adjustments

The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:

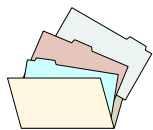
- ◆ An increase of \$67,187 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ An increase of \$8,582 in regular salaries to convert the Assistant Theater Technical Director to full-time status.
- ◆ A net decrease of \$29,041 in Operating Expenses primarily due to \$80,520 in one-time expenditures as part of the *FY 2002 Carryover Review* with \$5,376 reallocated to Capital Equipment, partially offset by \$56,415 to provide for expanded programs and services due to increased participation in the Center's activities and \$441 in adjustments to Information Technology infrastructure charges and Department of Vehicle Services charges.
- ◆ Capital Equipment funding of \$110,994 includes \$97,994 for the replacement of motorized rigging linesets in the theater and \$13,000 for a digital display sign in the Center's lobby.
- ◆ Capital Projects funding of \$245,000 includes \$150,000 for the replacement of a portion of the Center's roof, \$69,000 for a new lighting system in the Center's lobby, hallways, and office space, \$16,000 for the renovation of two restrooms in order to comply with ADA standards, and \$10,000 for the replacement of 2 HVAC units.

FUND 113

MCLEAN COMMUNITY CENTER

The following funding adjustments reflect all approved changes in the FY 2003 Revised Budget Plan since passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:

- ◆ Encumbered carryover of \$341,546 including \$74,481 in Operating Expenses, \$17,841 in Capital Equipment, and \$249,224 in Capital Project balances.
- ◆ Unencumbered carryover of \$13,500 in Capital Projects for installations which were completed but not billed in FY 2002.



Facilities and Services

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	17/ 13.45	17/ 13.45	17/ 13.45	17/ 13.45	17/ 13.45
Total Expenditures	\$1,186,520	\$1,292,301	\$1,446,096	\$1,411,468	\$1,407,696

Goal

To administer the facilities and programs of the McLean Community Center, to assist local public groups planning activities, and to provide information to citizens in order to facilitate their integration in the life of the community.

Performance Measures

Objectives

- ◆ To increase the number of patrons served by 2.6 percent from 395,323 to 405,407, while maintaining or improving service quality.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Patrons served	360,785	367,445	385,000 / 386,317	395,323	405,407
Efficiency:					
Cost per patron	\$2.98	\$3.13	\$3.12 / \$3.07	\$3.27	\$3.23
Service Quality:					
Service complaints (based on Taxpayer and Participant Satisfaction Survey)	4	3	4 / 4	4	4
Outcome:					
Percent change in cost per patron	(2.6%)	5.0%	(0.3%) / 5.1%	2.3%	2.6%

FUND 113 MCLEAN COMMUNITY CENTER



Programs

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	9/ 7.8	10/ 8.8	10/ 8.8	10/ 9	10/ 9
Total Expenditures	\$968,464	\$1,164,723	\$1,154,913	\$1,222,696	\$1,218,821

Goal

To provide programs and classes to McLean Community Center district residents of all ages in order to promote personal growth and a sense of community involvement.

Performance Measures

Objectives

- ◆ To increase the number of patron hours in classes and in Senior Adult Activities by 2.0 percent, from 54,814 to 55,910.
- ◆ To increase the number of patrons attending major community Special Events, such as July 4th fireworks, by 21 percent, from 23,100 to 27,951.
- ◆ To increase the number of patron hours served by Performing Arts activities by 0.6 percent, from 86,000 to 86,500.
- ◆ To increase the number of patron hours in Youth Activities by 1.0 percent, from 36,148 to 36,509.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Patron hours in classes and Senior Adult Activities	53,800	55,800	55,800 / 51,132	54,814	55,910
Patrons attending Special Events (1)	16,800	17,500	13,500 / 22,000	23,100	27,951
Patron hours at Performing Arts Activities	68,638	84,505	85,000 / 85,347	86,000	86,500
Patron hours at Youth Activities	28,984	32,581	33,000 / 35,790	36,148	36,509
Efficiency:					
Cost per patron hour in classes and Senior Adult Activities	\$1.83	\$2.00	\$2.18 / \$2.09	\$2.48	\$2.56
Cost per patron at Special Events	\$7.18	\$8.13	\$13.06 / \$7.13	\$7.63	\$5.12
Cost per patron at Performing Arts Activities	\$6.07	\$5.77	\$6.40 / \$5.91	\$6.89	\$7.48
Cost per patron at Youth Activities	\$5.05	\$5.21	\$6.46 / \$5.59	\$6.22	\$6.52

FUND 113 MCLEAN COMMUNITY CENTER

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Service Quality:					
Percent satisfied with classes and Senior Adult Activities	95%	95%	95% / 95%	95%	95%
Percent satisfied with Special Events	99%	100%	100% / 98%	100%	95%
Percent satisfied with Performing Arts Activities	100%	100%	100% / 99%	100%	99%
Percent satisfied with Youth Activities	95%	95%	95% / 95%	95%	95%
Outcome:					
Percent change in participation in classes and Senior Adult Activities	2.3%	3.7%	0.0% / (8.4%)	7.2%	2.0%
Percent change in participation at Special Events	(20.9%)	4.2%	(22.9%) / 25.7%	5.0%	21.0%
Percent change in participation at Performing Arts Activities	4.7%	23.1%	0.6% / 1.0%	0.8%	0.6%
Percent change in participation at Youth Activities	10.7%	12.4%	1.3% / 9.8%	1.0%	1.0%

(1) The number of patrons attending Special Events is expected to increase because of the addition of three new events.



Teen Center

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	3/ 3	3/ 3	3/ 3	3/ 3	3/ 3
Total Expenditures	\$254,323	\$321,952	\$290,289	\$322,705	\$322,131

Goal

To provide a facility for local youth in grades 7-12 in order to promote personal growth and provide a safe recreational and productive environment.

FUND 113

MCLEAN COMMUNITY CENTER

Performance Measures

Objectives

- ◆ To increase the number of weekend participant hours by 3.0 percent, from 30,025 to 30,925 toward a target of 41,356, which is the maximum capacity of the facility.
- ◆ To increase the number of weekday participant hours by 6.0 percent, from 6,237 to 6,611.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Weekend participant hours provided	23,061	25,286	26,500 / 29,150	30,025	30,925
Weekday participant hours provided	5,092	5,400	5,557 / 5,940	6,237	6,611
Efficiency:					
Cost per participant hour (both weekend and weekday)	\$5.35	\$7.51	\$9.65 / \$7.25	\$8.92	\$8.66
Service Quality:					
Percent of satisfied weekend participants	95%	95%	95% / 95%	95%	95%
Percent of satisfied weekday participants	95%	95%	95% / 95%	95%	95%
Outcome:					
Percent change in weekend participants	(3.5%)	9.6%	4.8% / 15.3%	3.0%	3.0%
Percent change in weekday participants hours	47.6%	6.0%	2.9% / 10.0%	5.0%	6.0%

A Fund Statement, a Summary of Capital Projects, and Project Detail Table for the project funded in FY 2004 are provided on the following pages. The Summary of Capital Projects may include some projects without a Total Project estimate amount. These projects are considered "continuing" projects or projects for which funding is necessary on an ongoing basis (e.g., a contingency or planning project).

FUND 113

MCLEAN COMMUNITY CENTER

FUND STATEMENT

Fund G10, Special Revenue Funds

Fund 113, McLean Community Center

	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Beginning Balance¹	\$2,092,766	\$1,782,050	\$2,310,719	\$2,063,360	\$2,270,109
Revenue:					
Taxes	\$2,165,444	\$2,205,160	\$2,532,791	\$2,634,285	\$2,634,285
Interest	62,281	87,606	39,200	77,634	77,634
Rental Income	46,067	36,500	36,500	36,500	36,500
Instructional Fees	157,133	160,195	160,195	160,195	160,195
Performing Arts	102,561	134,310	117,338	122,510	122,510
Vending	2,252	2,800	2,800	2,605	2,605
Senior Adult Programs	12,565	15,000	15,000	15,000	15,000
Special Events	68,427	76,671	76,671	94,420	94,420
Theater Rentals	33,373	25,292	28,000	27,000	27,000
Youth Programs	148,724	164,082	152,000	162,621	162,621
Miscellaneous Income	35,982	46,097	44,947	49,175	49,175
Teen Center Income	19,203	54,500	29,520	46,340	46,340
Visual Arts	20,703	24,000	24,000	24,000	24,000
Total Revenue	\$2,874,715	\$3,032,213	\$3,258,962	\$3,452,285	\$3,452,285
Total Available	\$4,967,481	\$4,814,263	\$5,569,681	\$5,515,645	\$5,722,394
Expenditures:					
Personnel Services	\$1,495,306	\$1,643,881	\$1,643,881	\$1,719,650	\$1,711,429
Operating Expenses	887,946	1,080,785	1,155,266	1,126,225	1,126,225
Capital Equipment	26,055	54,310	92,151	110,994	110,994
Capital Projects	131,617	35,000	297,724	245,000	245,000
Total Expenditures	\$2,540,924	\$2,813,976	\$3,189,022	\$3,201,869	\$3,193,648
Transfer Out:					
County Debt Service (200)	\$115,838	\$110,550	\$110,550	\$105,188	\$105,188
Total Transfer Out	\$115,838	\$110,550	\$110,550	\$105,188	\$105,188
Total Disbursements	\$2,656,762	\$2,924,526	\$3,299,572	\$3,307,057	\$3,298,836
Ending Balance	\$2,310,719	\$1,889,737	\$2,270,109	\$2,208,588	\$2,423,558
Equipment Replacement Reserve ¹	\$446,955	\$1,216,380	\$1,216,380	\$1,268,568	\$1,268,568
Capital Project Reserve	0	0	0	700,000	700,000
Technology Improvement Fund	0	0	0	100,000	100,000
Unreserved Balance	\$1,863,764	\$673,357	\$1,053,729	\$140,020	\$354,990
Tax Rate per \$100 of Assessed Value	\$0.028	\$0.028	\$0.028	\$0.028	\$0.028

¹ In order to account for Governmental Accounting standards Board changes in the treatment of the year-end accrual of compensated absences, at restatement of the FY 2002 beginning balance for Fund 113, McLean Community Center is reflected. This adjustment results in an increase in the FY 2002 beginning balance in the amount of \$8,914 and a one-time savings for the fund. The beginning balance audit adjustment has been included in the FY 2002 Comprehensive Annual Financial Report (CAFR).

FUND 113

MCLEAN COMMUNITY CENTER

FY 2004 Summary of Capital Projects

Fund: 113 McLean Community Center

Project #	Description	Total Project Estimate	FY 2002 Actual Expenditures	FY 2003 Revised Budget	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
003601	McLean Community Center Improvements	\$1,041,041	\$131,616.91	\$297,724.24	\$245,000	\$245,000
Total		\$1,041,041	\$131,616.91	\$297,724.24	\$245,000	\$245,000

FUND 113

MCLEAN COMMUNITY CENTER

003601	McLean Community Center Improvements
Oak Ridge and Ingleside	Dranesville
Description and Justification: Project 003601: Center improvements funded through this project in prior years included parking lot expansion, carpet purchase and installation, landscaping, and HVAC modifications. FY 2004 funding provides for replacing a portion of the Center's roof, improvements to interior lighting at various locations in the Center, replacing two HVAC units, and the renovation of two restrooms to insure ADA compliance.	

	Total Project Estimate	Prior Expenditures	FY 2002 Expenditures	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan	Future Years
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design and Engineering	111,421	63,003	0	48,418	0	0	0
Construction	901,926	286,376	121,907	248,642	245,000	245,000	0
Other	27,694	17,321	9,710	664	0	0	0
Total	\$1,041,041	\$366,700	\$131,617	\$297,724	\$245,000	\$245,000	\$0

Source of Funding				
General Fund	General Obligation Bonds	Transfers from Other Funds	Other	Total Funding
\$0	\$0	\$0	\$245,000	\$245,000